California Tax Credit Allocation Committee
Project Ownership Profile (POP) Report
Electronic Filing Form
2006

OVERVIEW

Welcome to the electronic Project Ownership Profile Report (POP). This electronic form is a Microsoft Excel spreadsheet that will expedite entry of project data into TCAC's database. You must have Microsoft Excel in order to use the form. One spreadsheet must be completed for each property.

When the spreadsheet file(s) are finished, please e-mail to:

TCAC@treasurer.ca.gov.

Multiple files may be attached to a single email or each file may be sent individually.

! ***Please do not make any changes to the spreadsheet or convert the Excel file to another file format.***

GETTING STARTED

Go to **http://www.treasurer.ca.gov/ctcac/compliance.asp** and scroll down the page to the link: **Project Ownership Profile Report**.

➢ For Microsoft Internet Explorer Users, right click on the link and choose "*Save Target As…*" and save the file to your hard drive.

➢ For Mozilla Firefox Users, right click on the link and choose "*Save Link As…*" and save the file to your hard drive.

Open the file from the computer's hard-drive and enter the required information (see detailed instructions on the following pages). After finishing the report, save the file with an appropriate name and email to:

TCAC@treasurer.ca.gov.

If you have any questions or difficulties using this electronic form, please contact TCAC at (916) 654-6340.

Data Entry Information

The POP spreadsheet is protected to reduce problems associated with format changes and addition and deletion of cells. Input only the data requested in the yellow cells. The following instructions will help you complete the POP accurately and correctly.
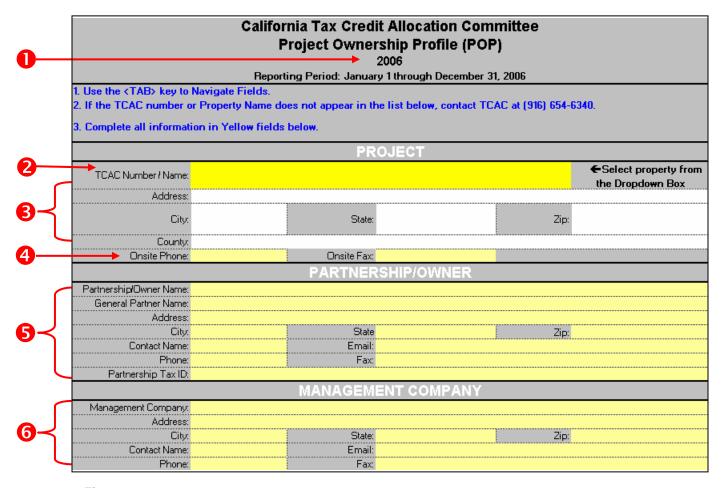

Figure 1

❶ **Reporting Year:**   Enter the Reporting Year for the POP. The Reporting Year is generally the previous calendar year from the due date of the POP.

Example:
The Reporting Year for a POP due on March 1, 2007 would be 2006.

❷ **Project TCAC #:** Select the TCAC number and Property name from the dropdown box. The fields in white (address, city, state, zip and county) will automatically be filled in. Since names are sometimes similar for different TCAC properties, confirm the address to ensure the POP reflects the correct property.

> ## ❗ <u>Important</u>
> *You can only make a selection from the dropdown box. You cannot type information in this field. If your property name or TCAC number does not appear on the list, contact the owner to confirm the correct TCAC number. If this does not resolve the problem, contact TCAC at (916) 654-6340.*

❸ **Project Address:** This information is entered automatically based on the property chosen in #2 above. Confirm that the information is correct. If this information is incorrect, contact TCAC at (916) 654-6340.

❹ **Project Information:** Enter the telephone and fax number for the onsite manager.

❺ **Partnership/Owner:** Enter the requested information for the Partnership/Owner.

> ## ❗ Important
> *The Partnership Tax ID MUST match TCAC's records for the ownership of the property. It is the responsibility of the Owner to contact TCAC immediately if there are any changes to the Ownership and/or Tax ID for the property.*
>
> ***If the Tax ID has changed, TCAC is required to file an IRS form 8823 showing a change in ownership of the property.***
>
> *If you are unsure of the Tax ID number, contact the owner of the property. TCAC cannot disclose the Tax ID number without a written request from the owner.*

❻ **Management:** Enter the requested information for the current Management Company.

FINISHING A PROJECT

After correctly entering all of the information in the POP save the file with a meaningful name such as "POP_" followed by the project TCAC number or property name.

> *Example:*
> *POP_CA-2005-999.xls*
> *or*
> *POP_RollingHillApt.xls*

Email the Excel file to: **TCAC@treasurer.ca.gov.**